



National Arts Festival Grahamstown

**national
arts
festival**

28 June to 8 July 2012

FRINGE PRODUCTIONS INFORMATION BOOKLET

Proudly brought to you by



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Contact the Fringe Office if you need any assistance:

Tel: +27 (0)46 603 1103
fringe@nationalartsfestival.co.za

Fax: +27 (0)46 622 3082
www.nationalartsfestival.co.za

INTRODUCTION

HOW THE FRINGE WORKS

There are no selection criteria for participation in the National Arts Festival Fringe – you ensure that the Registration Form and initial fees are submitted prior to our deadline and your production will be scheduled. However, before registering a production, please consider CAREFULLY the commitment you are making; make sure you read through this booklet in full before putting pen to paper; and ensure you are conversant with the implications of registration.

VISUAL ARTISTS, FILM-MAKERS AND CONTEMPORARY MUSIC BANDS wishing to participate in the Fringe programme should call 046 603 1103 or contact fringe@nationalartsfestival.co.za to request forms and info on these disciplines.

ADVICE & TOOLS

Visit www.nationalartsfestival.co.za for up-to-date info on the Fringe Festival, access to venue drawings, photographs and tech specs, downloads of branding guidelines, the Festival logo, budget calculator, etc., advice from Fringe performers and Fest Office staff, blogs, discussion forums, and heaps more.

REGISTRATION

- **READ** this booklet – *it forms part of the contract you enter into with the Festival as a Fringe participant.*
- **FILL IN** the registration Form – complete all sections – then make a copy for your records.
- **PAY** the Registration Fees – see page 2
- **FAX, EMAIL, POST or DELIVER** your form, proof of payment and any attachments to:

Fax number: 046 622 3082 / **Email:** fringe@nationalartsfestival.co.za

Post: The Fringe Office, P O Box 304, Grahamstown 6140

Physical address: National Arts Festival, 1820 Settlers Monument, Fort Selwyn Drive, Grahamstown 6139

PAYMENT OF THE FEES

REGISTRATION FEE – R700 INCLUSIVE OF VAT

This covers the cost of the administration involved for your participation in the Fringe and includes:

- Performance scheduling
- Advertising in the Festival Programme and on the Festival's website
- Inclusion in the daily diary, Cue 'Fringe in a Flash' reviews, and the Open advertising stages
- Access to the 'Promoters' Showcase' and the Artists' Greenroom
- Participation in the 'Hands On Masks Off' Skills Development / Networking Programme
- Inclusion on the Computicket booking system nationwide and their Internet booking facilities
- Access to technical advice and assistance
- General media publicity
- Festival Fringe Finance Services (Office responsible for receipt and payout of box office earnings)

THE SCHEDULING DEPOSIT – R1 500

This deposit ensures that your production is scheduled and is an advance payment from you against venue rental charges.

The Registration Fee and Scheduling Deposit **MUST** be paid on registration on or before the deadline of **20 January**. *Please note that the Festival Office **cannot** and **will not** schedule productions that have not paid their initial fees at the insistence of, or under duress from, any organisation, institution, individual, business or corporate entity.*

VENUE RENTAL

You will be invoiced for the venue rental in mid-May once your venue and performance schedule have been finalised. Final date for payment will be advised. Failure to pay the venue rental by the final date will result in the **cancellation** of the production and the group/company/individual will **forfeit** all monies paid to the Festival Office for the registration of their production, including the scheduling deposit.

OPTIONAL EXTRAS

- Piano Hire – R450 for duration of production
- Festival programme additional advertising (see page 22)

You may pay by cheque, direct deposit or electronic transfer (internet).

Cheques should be made payable to: National Arts Festival Grahamstown

Our **banking details** for electronic transfer or direct deposit are:

Account Name:	National Arts Festival Grahamstown
Bank:	Standard Bank, Grahamstown
Branch Code:	05-09-17
Account Number:	08 198 7536
Swift Code:	SBZAJJ (for international payments only)
Reference:	TITLE OF YOUR FRINGE PRODUCTION

Proof of any payment made directly into our account **must** be faxed to us on 046 622 3082 or posted/emailed with your registration forms. Please write **the title of your production as a reference on your deposit slip** and make sure that your fax includes your name and production title. Please note that it is very difficult for us to identify who has deposited money into our account and the **onus is on you to provide us with proof of payment**. If we don't receive a fax or other form of proof from you, your production may not be credited with the relevant amount and this could result in it not being scheduled.

VAT AND THE FRINGE

All prices quoted are inclusive of Value Added Tax (VAT). In line with new legislation, invoices issued by the Festival Office must reflect both our VAT number and yours (if applicable). If you are a VAT Vendor and require an invoice in order to claim VAT, please submit your VAT Registration Number on page 1 of the Registration Form.

PAYMENTS FROM INTERNATIONAL ARTISTS

When making payments from any country other than South Africa, please make sure that you pay the full amount due, **as well as any bank charges that are incurred** for the transaction. Please note that the Festival Office is charged a handling fee for any foreign currency deposited into the Festival bank account. When depositing foreign exchange please ensure that you add **R150** to cover this fee. For more details on international participation, please see page 28.

CANCELLATIONS AND “NO-SHOWS”

Please note that the Fringe Office and Festival Committee do not take the non-arrival of performance companies lightly. The impact on the Festival and, in particular, on the Fringe is enormous. Consequences affect the entire infrastructure of the Fringe from finances to staffing as well as prejudicing attendance at ALL Fringe shows. We urge you to think and budget very carefully before committing to performances in Grahamstown – whilst it is an unrivalled theatre experience, it is also costly and performers need to consider all angles **before** registering a production.

- The final date for cancellation of any production is **10 February 2012**. Productions cancelled prior to this will be refunded their scheduling deposit but **not** the registration fee. ***Cancellations must be made in writing.***
- Companies/groups/individuals who cancel productions **after 10 February 2012** will forfeit **all monies** paid to the Festival Office and may be held liable for venue rental if we are unable to schedule another production in the performance slots prior to the printing of the Festival Programme.
- Companies/groups/individuals that simply **fail to arrive** at the Festival, and/or fail to notify the Fringe Office ***in writing*** of their non-participation, will be excluded from participation in the Festival for a period of three to five years and will be liable for all costs incurred for their production.
- **Registration fees (R700) are not refundable.**

Extenuating circumstance can, and do, occur and, if this is the case, please contact the Fringe Manager to discuss the situation.

COMPLETION OF THE REGISTRATION FORM

The Registration Form **MUST be completed in full**. *Keep this booklet open when you fill in the form, sections here follow the same sequence of those in the form.*

Contact fringe@nationalartsfestival.co.za for assistance

QUESTIONS 1 to 6 – PRESENTING COMPANY DETAILS

- **PLEASE PRINT CLEARLY** especially telephone numbers and email addresses – and make sure that all **cell phone numbers** you provide **are current**.
- If you supply an **email address**, **check your mailbox frequently** and ensure that your mailbox has sufficient space to receive incoming mail.

- If you do not have an email address, you **MUST supply a fax number**. Please make alternate arrangements with the Fringe Manager if you cannot access either email or fax.
- Technical / Stage Manager details – ***please note that the Festival will no longer provide technicians to run Fringe shows*** – you are expected to bring your own technician/stage manager with you. The Festival will supply **technical assistants / operators** who will be able to operate the sound desks and lighting boards but they are ***not expected to learn and run the cues for your show***. Make sure the technician you bring with you has worked on your show prior to coming to Grahamstown.
- Make sure that the **bank details you supply are correct**. Your box office earnings will be paid into your account as well as any refunds due to you. The onus is on you to ensure that the National Arts Festival has the correct payment details. Where payment is made into an incorrect account number, you will have to retrieve such payment.

Box Office Earnings:

Payment of Box Office earnings will be made by **direct deposit**. No cheque payments will be made. Cash payments will only be made to artists from outside South Africa or on special request made to the Festival Director.

Please note the following:

- Box Office takings, less commissions and charges, will be paid to Fringe participants within **7 working days following the conclusion of the FESTIVAL**.
- Cash payments up to a maximum of R1 000 can be made to the authorised representative **on application** but only on authorisation from the Fringe Manager, the balance will be paid by direct deposit.
- **NO** cheque payments and no advance payments will be made to any performer or group.
- At the end of your run the production's authorised representative must make an appointment with the Festival Finance Office to check payment details and discuss any queries you may have with your statement of account.

Your production will be issued with a complete statement of income and expenses that includes all ticket sales, charges, levies etc. The onus is on you to collect your statement of account the day after your final performance, check it, and discuss any queries you may have with the Finance Office. Final statements

will be posted to you by mid-August. The Finance Office is located in the Monument building and is open from 08:00 to 18:00.

QUESTION 7 – FUNDING & THE FRINGE

We do not guarantee that your production will cover its overheads in coming to Grahamstown. While we attempt to keep our participation costs as realistic and reasonable as possible, we have no control over the cost of accommodation and transport. We encourage you to raise funds to help subsidise these and other costs your production will incur.

All fees must be paid and relevant deadlines met by the artist, company or group **PRIOR TO ANY PRODUCTION BEING SCHEDULED. *Only productions that have paid the registration fee AND scheduling deposit will be considered as fully registered on the Fringe and scheduled.*** All productions that submit applications without payment will be placed on a waiting list.

The National Arts Festival is taking a hard line against ANY production company or individual that fails to turn up for performances in Grahamstown, particularly those companies that do not inform the Festival Office that they will not be participating. The cost to the Festival is enormous, not to mention the cost to the reputation of the Fringe Festival. Any company that cancels their production in the two week period prior to the start of the Festival or during the Festival, or who simply fails to arrive for rehearsals / performances, will be excluded from future participation in the Festival for a minimum of three years. Whilst we are aware that, in the majority of cases, non-arrival at the Festival is because of lack of funding, there needs to be awareness on the part of the artists of the responsibility they have committed themselves to by registering for the Fringe. We expect a certain level of professionalism amongst all artists and the onus is on you to ensure that you have sufficient funding to cover your costs **PRIOR** to committing yourself and entering into the Fringe Contract with the Festival. Please be aware that the Festival will be implementing very strict measures in this regard.

BUDGETING

We urge you to work out a budget for your production **BEFORE** registering to participate on the Fringe and as a guide for funding proposals etc. You can download an electronic budget calculator from www.nationalartsfestival.co.za or request an emailed version, fringe@nationalartsfestival.co.za (MS Excel spreadsheet with formulae).

FESTIVAL BUDGET

VARIABLES (all prices include VAT)				
A	Number of performances			Shows
B	Number of seats in venue (average = 130)			Seats
C	Average percentage audience expected			%
D	Average complimentary tickets per show			Comps
E	Ticket price			Rand
F	Venue rental per performance (R200 – 500)			Rand
G	Number of persons in travelling party			Persons
H	Transport cost (per person return)			Rand
I	Accommodation cost (per person per night)			Rand
J	Duration of stay			Nights
K	Subsistence / Food per person per day			Rand
POTENTIAL AUDIENCE AND INCOME STATISTICS				
L	Average audience per performance	C% of B		Persons
	Average income per performance	C% of B x E		Rand
M	Gross income after all shows	L x E x A		Rand
N	Total number of comps issued	D x A		Rand
EXPENSES OF GRAHAMSTOWN LEG OF PRODUCTION				
	Return transport to Grahamstown	G x H		Rand
	Accommodation	G x I x J		Rand
	S&T / Daily allowance	G x K x J		Rand
	Registration Fee		700.00	Rand
O	Scheduling Deposit		1500.00	Rand
	Venue Rental	(A x F) – O		Rand
	Large format advertising (if applicable)			Rand
	Piano Hire (if applicable)	R450		Rand
	Posters & publicity materials			Rand
	Photography / DVDs etc. (if applicable)			Rand
	Other miscellaneous costs			Rand
P	Ticket Service Charge	L x A x R2.50		Rand
Q	Ticket commissions	16% of (M-P)		Rand
R	Complimentary ticket charge	N x R1.14		Rand
S	VAT @ 14% (if applicable)	14% of (M-P-R)		Rand
INCOME LESS EXPENSES		M – T		Rand

FUNDING ORGANISATIONS

Contact details for some organisations that assist artists in South Africa follow, but we urge you also to consider applying for corporate or commercial sponsorship as well. Companies from abroad should apply to their embassies

and cultural organisations for the assistance. All these organisations have **specific dates** by which funding applications must be lodged. If your participation in the Festival depends on a successful funding application, make your application timeously to ensure you are able to meet our deadlines. **It is too late to apply for funding in January 2012 – you will only hear the outcome AFTER you have committed yourself to participating in the Festival. APPLY FOR FUNDING IN 2011 FOR THE 2012 FESTIVAL.**

- The National Arts Council (**NAC**) requires that you complete an official application and provide a budget and motivation.
www.nac.org.za / info@nac.org.za / Tel: (011) 838 1383 / Fax: (011) 838 6363
- Business Arts South Africa (**BASA**) has a matching grant scheme. If you have raised funds from a business, you may apply to BASA for a grant.
www.basa.co.za / info@basa.co.za Tel: (011) 832 3000 / Fax: (011) 832 3040
- The Arts and Culture Trust (**ACT**) funds various arts projects. They require that you meet certain criteria, complete an official application form and include a budget.
www.act.org.za / info@act.org.za / Tel: (011) 802 7646 / Fax: (011) 802 1817

QUESTIONS 8 TO 11 – PRESENTATION DETAILS & COMPANY DEMOGRAPHICS

8. Selection of a discipline and style of your presentation needs careful consideration. The Festival publications are divided into discipline categories, some of which may also be further sub-divided in order to make choice selection easier for Festival patrons. **Please choose ONE discipline and ONE style only!**
9. **Performing Rights Licenses** – The onus is on you to ascertain whether you require performing rights for the script and/or any music you will be using in your production, and to obtain any necessary rights. Contact SAMRO / DALRO or check out their website for more information regarding your obligations. You will be required to submit performing rights licences to the Festival Office on request.
www.samro.org.za / Tel: 011 489 5000 / licensing@samro.org.za
www.dalro.co.za / Tel: 011 489 5064 / dalro@dalro.co.za

10. **Cast numbers, technicians, travelling party** – Please provide as accurate information on the numbers in your cast and crew as possible. Cast numbers, in particular, are important – we use this info to help determine an appropriate venue for your production.
11. **Demographics** – We are required by our funders to provide demographic information on all Festival participants, and appreciate your completion of this section.

QUESTIONS 12 TO 20 – TECHNICAL DETAILS

*This section deals with your technical and venue requirements. Please give us a clear picture of your needs so that we are able to assign your production to a suitable venue. Take the time to **answer ALL the questions as accurately as possible** – and include any details you think we might need to know. **Please read the following pages carefully before filling in this section of the Form.***

12. **DURATION** – Please consider your show’s running time very carefully – if you are unsure estimate high rather than low but be realistic; we’ve had groups tell us their shows were 20-30 minutes longer than they actually were. **Note that the running time you submit here will be used to advertise your show therefore it needs to be as accurate as possible and adhered to throughout all performances.**
 - Consider the implications of submitting an inaccurate duration ...**too short** and patrons will feel cheated ... **too long** and your production could cause the entire venue’s schedule to over-run.
 - For logistical reasons, we will only schedule Fringe shows that are **longer than 70 minutes on special request** from a company, and pending availability of a suitable venue. Shows that run for longer than 70 minutes will attract additional venue hire.
 - While we do not wish to be prescriptive regarding production durations, it is preferable from both the scheduling perspective and that of the audiences that productions run for 55 to 65 minutes.

NB: It is imperative that all Festival performances start on time. Any performance that does NOT start on time will be fined 10% of their ticket sales for that performance. Audiences will be allowed to enter venues 10 minutes prior to the advertised starting time regardless of whether the performers or technicians are ready. Venue Managers are authorised to close down any performance that over-runs its allocated time period.

13. **PERFORMANCE AREA:** Don't just guess your space needs – measure it out BEFORE filling this in!
14. **SEATING CAPACITY:** Be realistic here – an intimate piece NEEDS an intimate theatre – it's better to sell out a small venue than play to a half empty house!
15. **PROJECTORS:** The Festival Office does NOT supply projectors and screens. We can assist you to hire the required equipment and will, where possible, schedule productions that require projectors into one venue in order that the cost of hiring a projector can be shared between productions.
16. **PIANOS:** Only upright pianos are available (except, where possible, for classical recitals) – if you require a piano you will be charged a once-off fee of R450 towards the cost of hiring, moving and tuning the pianos.
17. **SOUND:** The sound equipment that we supply is adequate for effects, incidental and backing music, voice-overs, etc. If you require a cassette, CD or DVD player and have not requested one, **please do not presume one will be available** – bring your own or consult the Technical Manager no later than 30 April 2012.

If music is substantial to your presentation and you have not elected to be scheduled into the informal music venue, please note the following:

- *Productions using live backing bands must provide their own back-line, sound equipment and engineer; no microphones or stands are provided; and some sound desks do not have phantom power.*
18. **SETS & PROPS:** Remember to attach a list of large props or intricate sets – this info is vital for scheduling purposes. You may submit stage drawings as well if you think this will assist in venue allocation.

NB: The Festival Office does NOT hire or provide any furniture, costumes, props or other incidentals. You need to bring your own or organise the hiring of any props, furniture, sets or costumes BEFORE you come to Grahamstown.

19. **SPECIAL EFFECTS:** We are required by law to obtain safety certificates for effects involving open flame, smoke or pyrotechnics. We are also obligated to ensure that any overhead rigging is completed in accordance with the regulations laid down by the Occupational Health and Safety Act. Should your production make use of any special effects or rigging you are required to complete both a risk assessment and Notification Form. Should any production fail to alert the Festival about the use of such effects, the Festival will be forced to cancel the production. We are also required to post notification to audiences about the use of strobe lighting, simulated gunshots or effects that may alarm, provoke or cause harm. Please indicate the use of any such effects and, if you are unsure, please contact the Festival Office for clarification.
20. **TECHNICAL DESCRIPTION:** We ask that you supply a brief summary of your production from a *technical* point of view. We need to know anything that is out of the ordinary technically or spatially about your production, i.e. you may need dance mats, you may be bringing a cyclorama, you might need high elevation, your play may depend on front projection, etc. Any information on the tech aspect of your show that you can supply will assist enormously in allocating to you the best possible venue.

LIGHTING: Venues are equipped with basic fixed lighting rigs. **You may not alter or refocus the general lighting rig and you must supply your own gels.**

Depending on the venue, the lighting rig may include a certain number of “specials” which you may refocus and gel according to your needs. You may bring additional lighting to augment the basic rig. This will be exclusively for the use and cost of your production and **may be used provided that:**

- *You consult with the Technical Office to ensure that the electrical capacity of the venue is not exceeded.*
- *All equipment will be subject to inspection and testing by the Chief Electrician to ensure that Electrical Safety is maintained. Should equipment fail such a test, it will not be allowed to be used.*
- *The equipment stays in place for the duration of your production’s run and is dismantled at a time suitable to the venue schedule and technical staff.*

Please visit www.nationalartsfestival.co.za to look at the technical specifications for all the venues. This information is subject to change but will give you a good idea of what you can and cannot expect to be made available to you in the various venues.

QUESTION 21 – VENUES

Grahamstown's venues are converted school, church and community halls. Many do not have storage space, dressing rooms or large back stage areas, etc. Your production will NOT be playing in the Theatre Royale by any manner of means! Be prepared to be flexible, innovative and accommodating! The staging of Fringe productions is subject to strict schedules and procedures. Please read the info on the following pages carefully and ensure that your cast and technician are conversant with these details. On page 14 you will find a list of venues usually made available to Fringe productions. It is **not** a comprehensive list, but is included to give you an idea of the size of venues available, and the cost factors.

SET-UP AND STRIKE – Fringe shows are given **40 minutes to set up and a 10-minute strike** – this is *not negotiable* and the smooth running of all venues depends on it so **make sure** your set is portable and easy to put up and dismantle. **NOTE: Auditorium doors will be opened to the audience 10 minutes prior to the advertised starting time.** Venue Managers have been authorised to open doors 10-minutes prior **regardless of whether artists / technicians are ready or not.**

REHEARSALS – Do not expect extensive rehearsal and set-up time. Fringe productions receive a *2-hour rehearsal* before their first performance. **This must be used as a CUE-TO-CUE rehearsal only** – PLEASE don't come to Grahamstown expecting to do a full rehearsal!

TECHNICIANS – You are expected to bring your **own technician** with you to run your production. The Festival provides stage assistants and operators that will be able to **operate** the lighting boards and sound desks but they are not expected to **run** your show. **Bring your own technician, who knows your show and has worked on it, with you.** Please make sure your technician is in contact with the Technical Office regarding venue specs, equipment etc.

Email: production@nationalartsfestival.co.za Tel: 046 603 1103

SETS – Your set must be portable and of a simple design. Please understand that you will be sharing the venue and its facilities with other production companies and we urge you to cooperate with these companies and our staff to ensure that the venue runs as smoothly as possible and that performances start at scheduled times. **Sets must be free standing.** No nails, screws or other damaging objects may be used on floors or walls to fix sets in place.

STORAGE SPACE – Fringe venues are created especially for the Festival. The majority of venues have limited storage and dressing room space. If you need storage space, please organise this **before** your arrival in Grahamstown.

EQUIPMENT HIRE: A number of specialist sound and lighting companies attend the Festival and you will be able to hire or purchase equipment from them in Grahamstown. **You will be responsible for dealing with and paying these companies** – the Festival and its staff takes no responsibility for any deal you make with an outside company. If you are bringing or hiring any additional sound/lighting/special effects equipment, you **MUST** notify the Technical Manager and give **FULL DETAILS** of such equipment **before 30 April 2012.**

INSURANCE: It is your responsibility to insure the equipment, sets, props, costumes, and personal belongings you bring with you. In the past, we have unfortunately had occurrences of theft from dressing rooms and venues – if your dressing room does not lock, keep your possessions with you. **The Festival Office does not take any responsibility for any loss you may incur during the Festival.** Ensure that you bring duplicate CDs of sound effects and music you use in your production – if your CD is stolen or misplaced at least you will be able to continue with the show.

We urge you to be vigilant and to exercise care when storing and / or using equipment (including personal belongings, costumes, props, etc) in your venue. Do not leave valuables unattended or in the public eye. Ensure that your things are safely locked away after performances, or take them with you if there is no storage.

TECHNICAL QUESTIONNAIRE: You will receive a technical questionnaire together with your performance schedule. Please fill in the form with as much detail as possible and return **by no later than 30 APRIL 2012.**

FRINGE VENUES:

Tech specs & drawings (and photos if available) of all venues can be viewed at: www.nationalartsfestival.co.za

Venue	Main use	Seating capacity	Seating type	Performance area (w x h)	Approx cost per 1 hour
B2 Arena	Theatre	120	Raked	5.4 x 3.6m	R 265
Beethoven Room	Classical music recitals / choirs	150	Flat	10 x 3.8	R 300
Bowling Club	Comedy / Cabaret	250	Flat	7.2 x 2.5	R 425
Commemoration Church	Music recitals, choirs orchestras, ensembles	300	Pews	variable	R265
Centenary Hall	Dance	250	Raked	14.4 x 10m	R 530
City Hall	Dance / Music Theatre	240	Raked	12 x 8m	R 520
Cuervo Music Room	Music	250	Raked	9 x 2.5 m	R 425
Dicks	Theatre	100	Flat	7.2 x 2.5m	R 265
Glennie Hall	Theatre / Physical Theatre	220	Raked	9 x 8m	R 445
Glennie Fest Centre	Theatre / Physical Theatre	100	Move-able	6 x 5m	R 255
Graham Hotel / PJs Basement	Music	90	Flat	4 x 4m	R 265
Gymnasium	Theatre	150	Raked	8 x 5m	R 445
Highlander	Theatre / Cabaret	100	Raked		R 290
Library Hall	Theatre / Comedy	105	Flat	8 x 3.2m	R 265
Masonic Halls	Theatre (1- or 2-hander, no loud sound effects)	110	Raked	6 x 6m	R 265
Memory Hall	Family Theatre	250	Half-raked	6 x 6m	R 265
NG Kerk Hall	Theatre / Music Theatre	110	Raked	6 x 6m	R 265
PJ's	Dance/ Physical Theatre	200	Raked	13.5 x 7.4m	R 480
Rhodes Chapel	Classical music recitals / choirs	250+	Pews	variable	R 280
Scout Hall	Comedy	220	Half-raked	7.5 x 3.1m	R 320
St Andrew's Hall	Theatre	270	Raked	8 x 6m	R 488
Vicky's	Theatre	100	Raked	6 x 6m	R 265

Please note that, at the time of going to print, the following venues were NOT available for Fringe performances in 2012: Recreation Centre, Kinetics Hall, Drill Hall, The Hangar and Princess Alice Hall

LIABILITY: The National Arts Festival, its directors, officials, agents or employees shall not be liable to any Fringe participant for any loss, injury, damage or expense of whatsoever nature and howsoever caused which may be suffered by such Fringe participant arising from or during the Fringe participant's involvement in the National Arts Festival Fringe. You are responsible for the payment of royalties, all expenses incurred and all persons that you have undertaken to remunerate. The Festival is not bound by any other agreement that you have made or might make outside the terms of this document. The National Arts Festival covers Public Liability.

QUESTIONS 22 to 26 – SCHEDULING DETAILS / PERFORMANCE DATES

In order to streamline scheduling of the Fringe, the number of performances allocated to any production will be determined by The Festival Office in accordance with the following guidelines:

1. Fringe first-timers will be allocated between 4 and 5 performances over a period of 3 to 5 days.
2. Regular Fringe performers who have a history of successful productions on the Fringe will be allocated a MAXIMUM of 10 performances
3. The number of performances allocated to any production will be determined by several factors, including:
 - Any preferences you have indicated on your registration form regarding dates and the number of days you will be available
 - The number of venue slots available for the particular genre
 - The availability of technical resources required by the production
 - Any overlap of cast and crew with other Festival productions

You may indicate the preferred number of performances you would like to do and, bearing the above guidelines in mind, the Fringe Office will do its best to accommodate your preferences. **Fringe First-timers can submit a motivation for a run of more than 5 performances, but this must be made in writing and submitted together with the registration form.** Submitting a motivation does not guarantee extension of number of performances.

All productions will be required to be in Grahamstown a full 24 hours BEFORE their first scheduled performance.

Remember: productions will only be scheduled if they have paid the scheduling deposit on or before 20 January. Productions that do not pay timeously will be placed on a waiting list.

Questions 24 & 25 – FRINGE INITIATIVES

24. THE FRINGE 50% BONUS SUNDAY

In 2011 the Festival was extended by one day to include performances across the full final weekend and Fringe tickets were sold at 50% for all performances on the last Sunday. This was an unmitigated success that saw an increase of ticket sales to performances on the final *Saturday* and an unprecedented number of tickets sold to shows on the last Sunday. Following on from this, for the 2012 Festival, Sunday 8 July has again been declared the FRINGE 50% BONUS DAY.

Tickets to all Fringe performances on Sunday 8 July will be sold at 50% of their full price. Performances will be scheduled between 10am and 5pm only – there will be no evening performances. Any production that wishes to perform on Sunday 8 July will be obliged to sell tickets at half price – as such you need to indicate whether you would like to continue your Festival run to include a performance on Sunday 8 July. The 50% performances will be advertised in an additional package in the programme, in the Festival newspaper, CUE, and on the Festival's website. *Please note that we are unable to fulfil all requests for performances on the last Sunday.*

25. THE FREE FRINGE FESTIVAL

On request from artists and audiences that have attended similar events at other Festivals, we are introducing a number of 'free' events of various genre. The idea behind this initiative is to give access to a wider audience base, to offer the opportunity to all artists to perform to a potentially larger audience than would otherwise purchase tickets, and hopefully to increase the word-of-mouth for subsequent ticketed performances by the company.

Production companies that wish to be included in the Free Fringe line-up, should indicate as such on their form. Free performances will be staged in the venue that the rest of the production's performances have been scheduled into. The first performance of your run will be non-ticketed and audiences will be asked to make a donation to the company at the end of the performance based on how much they enjoyed the show. Whatever donations are collected, will accrue directly to the company.

The Festival will advertise all Free Fringe and 50% Fringe events in a separate booklet that will be distributed in Grahamstown during the Festival.

QUESTION 26 – PARTICIPATION IN OTHER FESTIVAL EVENTS

- A company may register a maximum of **THREE** productions.
- No artists in any one production may participate in more than **ONE** other production **requiring scheduling on the same days**.
- Where cast and/or crew are participating in more than one Festival production, this does affect scheduling, specifically in relation to times and number of performances.

Please be absolutely sure of any overlap between your presentation and any other Festival event – it has a huge impact on the scheduling process and once the schedule has been finalised it cannot be changed.

QUESTION 27 – INDEPENDENTLY HIRED VENUES

Please complete this section of the form only if you will be hiring a venue **independently** i.e. not through the Festival Office. Remember to submit a Fire Safety Certificate and your **FINALISED** performance schedule **before 10 February 2012** – we will not load ticket sales onto the Computicket system without confirmation of the venue capacity from the Fire Department.

QUESTIONS 28 & 29 – FESTIVAL OUTREACH & ARTS ENCOUNTER PROJECTS

The Festival OutReach Project organises performances in Grahamstown’s hospitals, prison, clinics, old-age homes, and shelters. We ask Fringe participants to volunteer for these performances – dance, music and children’s theatre are the most suitable types of productions. If you would like to participate in the project, you will be assigned a provisional OutReach performance once the Fringe schedule has been finalised. Transport will be arranged for your trip to and from the institution (if required).

The Arts Encounter Project aims to enable local disadvantaged school, community, church and theatre groups, to experience the Festival to its fullest. The Festival sponsors make tickets available for Main performances, and we ask Fringe participants to also donate tickets to the project. These tickets are distributed free of charge to groups on receipt of an official application. If you would like to be part of this project, please indicate how many tickets you wish to make available. The Festival Office will draw these tickets against **ONE** of your performances only. Since the groups that receive Arts Encounter tickets are generally large groups, we allocate at least 10 tickets to any one performance. **No charges are levied on Arts Encounter tickets. It is not compulsory to donate tickets to the Arts Encounter Project.**

QUESTION 30 – COMPLIMENTARY TICKETS

All comps drawn against your show will attract a 'printing charge' of R1.14 per ticket – **except** Arts Encounter Tickets which are exempt from printing charges.

Performer's Complimentary Tickets: The authorised representative of every Fringe production receives an Artist's Card when they sign in at the Fringe Office in Grahamstown. This card entitles the holder to draw printouts on the sales status of their performances as well as draw complimentary tickets to their production. **A service fee of R1.14 will be charged for every Performer's Complimentary issued.**

Media Complimentary Tickets: Approximately 400 members of the press attend the Festival each year. The media are required to apply for accreditation through our Media Liaison Office. We request your authorisation to draw a maximum of **10 media complimentary** tickets for your production's run in Grahamstown. These tickets will only be drawn on application from the media and may be drawn for any of your scheduled performances. If we receive requests for more than the 10 authorised comps, our media office will contact you in order to obtain authorisation to draw additional media tickets. Media representatives are entitled to **one ticket only per production**. These journalists represent regional, national and international print and electronic media.

Cue Clip Comps: CUE is a daily newspaper produced during the Festival by Rhodes University's Department of Journalism and Media Studies. The Arts Editor is a professional freelance arts journalist. CUE Newspaper requests two tickets to the **first** performance of every production for their *Fringe in a Flash* reviews.

Promoters Comps: A number of impresarios, theatre managers, festival organisers, and production companies come to the Festival with a view to sourcing productions for future performances at their own festivals and theatres etc. Whilst a number prefer to be *in cognito*, we have recently received an increasing number of requests for showcase tickets. Many of these translate into an extended life for Fringe productions after the Festival and it makes sense to provide complimentary tickets for this purpose. We ask Fringe artists therefore to authorise the Festival Office to draw Promoters' Comps on application from accredited promoters. If authorised, the Festival Office will draw up to a maximum of **four Promoters Comps** per production. These comps will also be issued to Standard Bank Ovation Award panellists where necessary (see page 24).

QUESTION 31 – TICKET PRICES

You are required to determine the ticket price for your production. Fringe tickets usually range between R15 and R60 and must be rounded off to the nearest Rand. Try to keep the ticket price as reasonable as possible. Keep in mind that the following deductions are made on each ticket sold (including door sales) – see the example below for calculating ticket prices, commissions and service charges.

- *Computicket Service Charge – R2.50*
- *Organiser’s Commission – 10%*
- *Computicket Commission – 6% NB: reduced this year from 8.5% in 2010 after negotiation with Computicket*

Example of a ticket sold @ R40, with discounts:

	FULL	FRIEND of FEST	STUDENT
Ticket price	R 40.00	R 38.00	R 35.00
Service Charge	– R 2.50	– R 2.50	– R 2.50
SUB-TOTAL	R 37.50	R 35.50	R 32.50
6% Commission (CKT)	– R 2.25	– R 2.13	– R 1.95
10 % Commission (NAF)	– R 3.75	– R 3.55	– R 3.25
ARTIST RECEIVES	R 31.50	R 29.82	R 27.30

DISCOUNT OPTIONS:

Fringe artists can offer discounted tickets to their productions. These are voluntary and you may choose to offer all, some, or none of the discounts.

- **Friends of the Festival / Fringe performer discounts / Fanatics**
*(Fringe performers automatically become Friends of the Festival and are entitled to tickets at the discounted Friends’ price where such discounts are offered. These tickets can **only be booked in Grahamstown** on production of a valid Artist’s Card (issued to you when you sign in at the Fringe Office). Members of Exclusive Books Fanatics Club are also Friends of the Festival and are able to books tickets at the Friends discount.*
- **Student discounts** *(on production of a valid student card / proof of identity if a scholar)*
- **Block bookings** *(bookings of 10 seats or more to any one performance)*

DISCOUNT RECOMMENDATIONS:

- We recommend a discount of R2 to R5 for friends' discounts
- Block booking tickets: between R4 and R8 discount
- Student bookings: between R5 and R10 discount

NB: All discounts are voluntary.

QUESTIONS 32 to 41 – FESTIVAL PROGRAMME INFO

The information you submit on this form will be the basis of the advance publicity that your production receives through the Festival Office. Make sure that the information you supply in Questions 31 to 33 is correct and *accurate*.

Question 31 - 39 – Production Details

- If cast names etc. are not yet finalised please indicate TBC (to be confirmed) in the space allotted BUT **ensure that all outstanding information reaches the Fringe Office by 10 February 2012**, otherwise it will not be included in the Programme.
- **If you are filling your form in by hand**, please print clearly – there is nothing worse than finally seeing your name in print when it's incorrectly spelt!
- **Age recommendations and restrictions:** If your production uses profane language, images or actions that are likely to offend younger audiences, their parents, religious groups, sensitive viewers etc., please ensure that you apply an ***appropriate*** age restriction / recommendation. The Festival Office has an obligation to Festival patrons to give sound advice in publications regarding all productions. Anyhow, it is better to give a realistic assessment of your production at the outset than to have unhappy patrons who in the future will not attend your productions.

Question 40 –Programme Text

It is vitally important to consider ***carefully*** the wording you use for your production's description. Festival patrons will base their advance ticket purchasing decisions on the information you give them in the Programme. Consult with your cast as to the best description of your production – don't simply write any old thing down – this could help make or break your Fringe experience. Your description should be concise and accurate while at the same time eliciting interest from would-be punters.

SOME POINTERS>>>

- *Before you start decide what the selling point of your production is and then work from there i.e. ask yourself why people should see your show, what makes it special?*
- *Don't give a boring précis of the story – rather tantalize readers with a brief glimpse of the crux of the presentation's storyline.*
- *Use descriptive adjectives accurately but evocatively and avoid clichés and tired phrases.*
- *Don't mislead audiences in your description – it is better that your audience is prepared for what they are going to see rather than facing a riot of angry moms or bewildered teenagers.*
- *You are welcome to use quotes from media reviews etc. but acknowledge the author and the publication from which they are taken.*
- *Short and sharp is good – Remember, this is your opportunity to sell your show – use it wisely!*

NB: You only have 50 words available in which to describe your production.

DO NOT SUBMIT A DESCRIPTION THAT IS 2 A4 PAGES LONG! If you over-run the allocation of 50 words, you will be asked to cut the text and if **you** do not, the Festival Office will be obliged to cut it or leave it out completely.

The Festival Office reserves the right to edit, amend or not use unsuitable text or images in its publications.

NB: IF YOU DO NOT SUBMIT A DESCRIPTION ON TIME, YOUR PRODUCTION WILL BE OMITTED FROM THE PROGRAMME COMPLETELY.

Question 41 – Production Photograph / Image

Fringe entries in the Programme will include a colour thumbnail image or photograph, provided that a suitable image has been submitted ***timeously*** to the Fringe Office. The onus is on you to select an image or picture and submit it to us electronically **BY NO LATER THAN 10 FEBRUARY 2012.**

Your image/ photograph needs to be sent as a 300+ dpi JPEG or PDF file to fringe@nationalartsfestival.co.za. The pics will be reproduced in approximately 3 x 3cm blocks so a clear pic or logo is best – this is NOT an advertising block and text should not be included. ***If we do not receive a suitable image by the due date, your production will be advertised without an image.*** If you only have

access to hard copy photographs, please post these to us and we can scan the photographs for you.

QUESTION 42 – LARGE FORMAT ADVERTISING

Advertising space in the Fringe section of the programme can be purchased by registered Fringe participants at specially discounted rates. The artwork for this advertising must be completely to size and **must** be sent electronically via email to reach us no later than **10 February 2012 together with proof of payment of the advertising charge.**

NB: Minimum resolution for these larger adverts is 300dpi – adverts saved at 800dpi and above are preferable and will ensure crisp reproduction.

There are five sizes (all measurements are height x width) to choose from:

60mm x 90mm	Small horizontal	R 400
125mm x 90mm	Small vertical	R 800
260mm x 90mm	Half page vertical	R1 600
126mm x 180mm	Half page horizontal	R1 600
268mm x 180mm	Full page	R4 000

All adverts will be full colour. Adverts must be design complete and sent to us print-ready and to the applicable size. **We cannot and will not make any changes to adverts submitted**, so please ensure that you are completely happy with your advert before submitting it. **Do not send photos and expect the festival office to make adverts for you.** We do not have the resources or time for this. If you book advertising space and do not submit a completed, usable advert, you will not be refunded your payment for advertising.

INTERNET ADVERTISING

All Fringe productions and exhibitions are advertised on the Festival’s website i.e. the info published in the Programme is listed, together with schedules, venues etc. **Additional** website advertising gives you the option of adding photographs and text to the listing advertising your production. Here you can expand on your 50-word description, include previous work, cast bios etc. Your advert may include a **maximum of 400 words (text) and 4 pictures / photos / images.** Please note that we reserve the right to edit all submitted text. If your images and/or text are not suitable for inclusion on our site, they will not be used. ***There is no charge for internet advertising.***

PUBLICITY INFO & MATERIALS

The Festival Media Office carries out the vital task of publicising Festival events. It is impossible to give Fringe productions individual coverage but information on your production may be included in general Festival releases, if suitable material is provided to us. The earlier you send publicity material and photographs, the more likely they will be used in Festival press releases. All material you supply, regardless of when you send it to us, will be sent to the Festival Media Liaison Office, which distributes information to the media on request. The Festival Office does not **guarantee** media coverage and we urge you to generate your own publicity.

Find an angle, get out there and get people talking about your show: contact your local and regional newspapers and radio stations; send press releases/ articles/stories to email distribution lists and ask friends to pass them on; plan your campaign around specific dates pertinent to the Fringe, e.g. the distribution of the Programme, opening of ticket sales at Computicket etc.; design eye-catching posters / flyers or create a gimmick that represents your show in a fun or funky way. BUT make sure the product you are 'selling' is good – don't spend too much time on marketing and neglect the rehearsals!

In all promotional and advertising material (i.e. posters, flyers etc.), whether issued by participants in the production or by sponsors, the Festival logo must feature prominently. Should you obtain any sponsors, please draw this to their attention. Download the logo and branding guidelines from www.nationalartsfestival.co.za/branding or email fringe@nationalartsfestival.co.za

You may submit your press release plus captioned photographs by email to fringe@nationalartsfestival.co.za (please ensure that you include the production title in the subject line of your email) or send hard copies by post to The Fringe Office, National Arts Festival, P O Box 304, Grahamstown 6140

Types of promotional material you may send:

- **Press releases:** – here you can expand on themes; mention the actors involved, the author/s and the director/choreographer and past achievements; and (for music recitals) include information on your programme and which composers' works you will be presenting. This is where you can sell your production to the press and make **them** want to see, review, and talk about **your** presentation.

- **Reviews and/or quotes** should be photocopied or scanned in such a way that we can identify the writer and the name and date of the publication. Unverified quotations are of no value and will not be used.
- **All photographs** received by the Fringe Office are sent to our Media Office who will include them with relevant media releases or send them out to journalists on request. We urge you to send photographs of your production or of your cast in order to generate as much publicity as possible (good mock-ups are ideal – if your production is not yet in full rehearsal).

Only striking, good quality black and white or colour CAPTIONED photographs can be used. High resolution, emailed JPEG images are preferable (saved at a MINIMUM of 300dpi with the caption in the file name). Please note that the Festival Office cannot guarantee the return of hard-copy photographs.

THE FRINGE CONTRACT

The authorised representative is required to sign acceptance of **the terms and conditions as laid out in this Booklet and the Registration Form**. Before signing the contract, make sure you understand the commitment you are making and the obligations you are undertaking on behalf of your group or company. We require your signature of agreement to be either faxed or posted, so if you intend to email your registration form, please send page 8 only by fax to +27 (0)46 622 3082.

GENERAL DETAILS ON FRINGE PARTICIPATION

STANDARD BANK OVATION AWARDS

The National Arts Festival launched a new set of awards for Fringe productions in 2010 – the Standard Bank Ovation Awards. The Awards recognise excellence on the Fringe, and seek out those productions that stand out from the crowd and are innovative, original and creatively outstanding. **Only Festival premières will be considered for this award – i.e. Fringe productions that will be performing for the first time in Grahamstown as part of the Festival programme.** Nominations for the award come from accredited journalists covering the Festival, or from members of the Award’s judging panel. If productions get sufficient nominations, members of the judging panel will go and see the production to determine whether or not it should receive the award.

Every couple of days throughout the Festival a list of recipients of the Standard Bank Ovation Award is published in CUE Newspaper. Once they have made the list, productions are entitled to include the Award logo on their posters, flyers and advertisements, giving them a marketing boost during the Festival and beyond. At the same time, audiences will be encouraged to seek out those productions that bear the logo, safe in the knowledge that they have been checked and double-checked and, in the opinion of the judging panel, have attained a standard of excellence.

At the end of the Festival Gold and Silver Ovation Awards will be presented to the most deserving productions the categories Theatre, Dance, Comedy, Music and a “wild card” category that spans all other genres. Gold winners receive a prize of R5 000, while the Silver winners receive R1 000 each. All Standard Bank Ovation Award-winners are invited to apply to participate in the Arena Programme during the following Festival.

OPEN PLATFORM STAGES

1. SUNDOWNER CONCERTS

The Festival Sundowner Concerts, held in the Fountain Foyer of the 1820 Settlers National Monument every evening from 17:00 to 18:00, are an excellent forum at which to publicise your production. Music, comedy and dance extracts of **maximum 6 minutes** are guaranteed a large captive audience every day. Please note that experience has shown that serious drama pieces do not go down well at Sundowner Concerts – light entertainment seems to have more appeal for these audiences. We respectfully suggest that companies presenting the more serious theatre pieces use the opportunity to pass out flyers and other publicity material rather than performing extracts from their productions. Performance slots are allocated on a first-come, first-served basis, and **must be booked once you have received final confirmation of your performance schedule.**

2. THE VILLAGE GREEN AMAZING STAGE

This stage will operate between 9am and 5pm daily during the market’s trading hours. Fringe artists can book performance slots on these stages of approximately 20 minutes as soon as their performance schedule has been finalised.

NB: The Sundowner concerts and Amazing Stages are family orientated gatherings – language / actions / visuals which may offend younger or more sensitive viewers, cannot be included in presentations at these concerts. Any presentation that is deemed by the organisers unsuitable will be stopped mid-performance.

SUNDOWNER MC'S: Should any actor / actress, stand-up comedian or presenter like to MC the Sundowner Concerts on one or more evenings during the Festival they should contact the Festival Office as soon as possible. This service would be on a volunteer basis and no remuneration from the Festival office is offered. It is, however, an opportunity to obtain a few minutes of advertising for your own production. MCs will be selected by the Festival Office and will be required to adhere to certain basic rules.

To book performances at any of these open stages email
fringe@nationalartsfestival.co.za

CUE MEDIA

CUE is a daily newspaper produced during the Festival by Rhodes University's Department of Journalism and Media Studies. The Arts Editor is a professional freelance arts journalist. All professional reviewers are requested to submit their reviews to CUE for publication, but do so of their own free will. The stories and/or reviews that they submit are those that they also submit to their respective publications i.e. *The Star*, *Cape Times* etc. Please note that there is no guarantee that CUE will use these stories or review your production. CUE is predominantly staffed by academics and final year students at Rhodes University. Please note that CUE also sells advertising space, and the Festival Office will provide the newspaper with contact details of all registered Fringe participants.

CUE TV, CUE INTERACTIVE, CUE PIX, and CUE WIRE all run as independent media agencies during the Festival although they fall under the Rhodes University's Department of Journalism and Media Studies. *Cue TV* produces documentaries and programmes that are broadcast by national and international TV stations; *CuePix* operates as a photographic agency and their photos are published in CUE as well as national publications; *Cue Wire* runs a hard news service on the events around the Festival. The Festival Office will supply your contact details to all the above agencies.

POSTERS

It is important to display imaginative **posters** to publicise your production. A poster needs to have visual appeal and be informative in order to be effective. The Fringe Office will undertake to send **10** of your posters to local hotels, venues, residences and shops who request posters to decorate their premises. Posters received by the Fringe Office will also be placed in the Monument Box Office, which is open to the public from mid-April. New regulations regarding posters are being negotiated with various local stake-holders and, once finalised, a complete regulatory document will be circulated to all Fringe participants. This document will indicate a maximum number of posters allowed per production, where and how posters may be displayed in town, at venues and on the streets, and other regulations as may be applicable.

NB: The Festival logo MUST appear on all printed material advertising your production. The logo can be downloaded in various print-ready formats from www.nationalartsfestival.co.za/branding

Please note that you need to display most of your posters yourself on your arrival. There are several local people who are prepared to put up posters on behalf of Festival productions for a fee. Please call the Fringe Office for contact details – **note that any arrangements you make in this regard are between you and the person/s involved.** The Festival Office will not take any responsibility, or hold any liability, in the event that there is any dissatisfaction whatsoever by either party.

FLYERS and MARKETING “GIMMICKS” are a popular and effective means of publicising your show. They also give you or members of your company the opportunity to meet the public and discuss your production, and promote an effective word-of-mouth campaign. Gimmicks that have become popular include postcards, matchboxes, bookmarks, balloons, caps, t-shirts, paper-weights, lollipops and beanies – to name but a few!

TRAVEL

You need to arrange your own transport to and from Grahamstown. The Festival operates a shuttle bus between Port Elizabeth and Grahamstown and you can book for this service through the Festival Programme. **If you intend to use this bus and are bringing equipment, sets, props etc. with you please make sure that you stipulate this when booking.** Where additional trailers etc. need to be

brought in, in order to transport your equipment, you will be charged a levy to off-set the additional costs – please consult with the Festival Transport Manager if you are bringing additional luggage with you.

ACCOMMODATION

You are responsible for arranging your own accommodation in Grahamstown.

The Programme, which is freely available from main Standard Bank branches and Computicket outlets, contains information on, and booking forms for, the various types of accommodation in Grahamstown. The following organisations will assist with your requirements and queries in this regard:

Makana	Tel: 046 622 3241	Fax: 046 622 3266
Tourism Office:	info@grahamstown.co.za	www.grahamstown.co.za
Rhodes University	Tel: 046 603 8772	Fax: 046 622 3659
Conference Centre	rufest@ru.ac.za	www.ru.ac.za

INTERNATIONAL PARTICIPANTS

Work Permits – The Department of Home Affairs has waived the need for foreign artists to obtain work permits for participation in cultural festivals in South Africa. This concession is only applicable to artists participating in festivals for a period of not longer than 30 consecutive days. It is your responsibility to apply for and obtain visas, if applicable, from the South African Embassy in your country of residence.

Payments – When making payments from any country other than South Africa, please make sure that you pay the full amount due, as well as any **bank charges** that are incurred for the transaction. Please note that the Festival Office is charged a handling fee for any foreign currency deposited into the Festival Account. When depositing foreign exchange please ensure that you add **R150** to cover this fee.

Tax – All cast, crew and/or directorial members will be obliged to pay 15% tax on Festival earnings. Payment to non-South African productions will only be made once the relevant tax has been deducted by the Receiver of Revenue. Payment of Box Office earnings can be made to international artists in cash the day after their final performance **provided that all details required by the South African Revenue Service have been submitted.**

Visas – All international performers and artists need to make visa enquiries from the South African embassies in their home countries **in good time**. In the past productions and exhibitions have had to be cancelled at the last minute due to the relevant visas not being issued timeously. Remember that if your production is cancelled after scheduling has commenced, you forfeit any monies you have paid for registration and venue hire, and will be held liable for any balances outstanding. The cut-off date for cancellation is **10 February**, so please ensure that all necessary travel documents are applied for well in advance of Festival.

SCHOOLS' FESTIVALS

In 2012 Regional Festivals for Grade 11s and a National Festival for Grade 12s will be run by the Grahamstown Foundation's Arts Education Department in Cape Town, Grahamstown, Hilton, Bloemfontein, Johannesburg, Mafikeng and Secunda. New productions, lectures and workshop leaders are always needed to inspire and excite the youth. Brief outlines of workshops and/or production details including a summary of your play, duration, company size, cast list, technical needs, reviews, and a brief motivation outlining why you think it would be appropriate for a 16 to 19-year-old audience can be sent to Neville Engelbrecht, Director: Arts Education, PO Box 304, Grahamstown 6140
Tel: 046 603 1123 or Email: schools.festival@foundation.org.za

CHILDREN'S ARTS FESTIVAL

The Children's Arts Festival runs concurrent to the National Arts Festival. It is hosted by St. Andrew's Prep School and is aimed at children between the ages of four and thirteen. The organisers of this Festival book tickets to lots of appropriate Fringe productions, as well as run workshops and classes throughout the Festival for the children. If you are presenting a production that will appeal to children in this age group, or if you would be interested in presenting a workshop for the Children's Arts Festival, contact Cindy Renard (c.renard@saprepschool.com) or 046 622 2148.

CONCLUSION

This should be all the information you need to make your Fringe experience and your time in Grahamstown as enriching, stress-free and enjoyable as possible. If you have any queries or questions do not hesitate to contact us:

Tel: +27 (0)46 603 1103

Fax: +27 (0)46 622 3082

fringe@nationalartsfestival.co.za

www.nationalartsfestival.co.za



**national
arts
festival**

**National Arts Festival
P O Box 304
Grahamstown
6140**

Tel: 046 603 1103

Fax: 046 622 3082

Email: fringe@nationalartsfestival.co.za

Website: www.nationalartsfestival.co.za

DATES TO DIARISE

20 January	Closing date for Registration and Payment of Fees
10 February	Submission of the Programme Information Final date for cancellation of a production
30 April	Technical Information deadline Booking Opens at Computicket Nationwide
08 June	10 Posters to reach the Fringe Office
28 June	National Arts Festival commences